

# How to use the “Guide to Managing BP 28 Funds”

DRAFT

## Guide to Managing BP 28 Funds



Ready. Resourceful. Responsive!

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## Instructions

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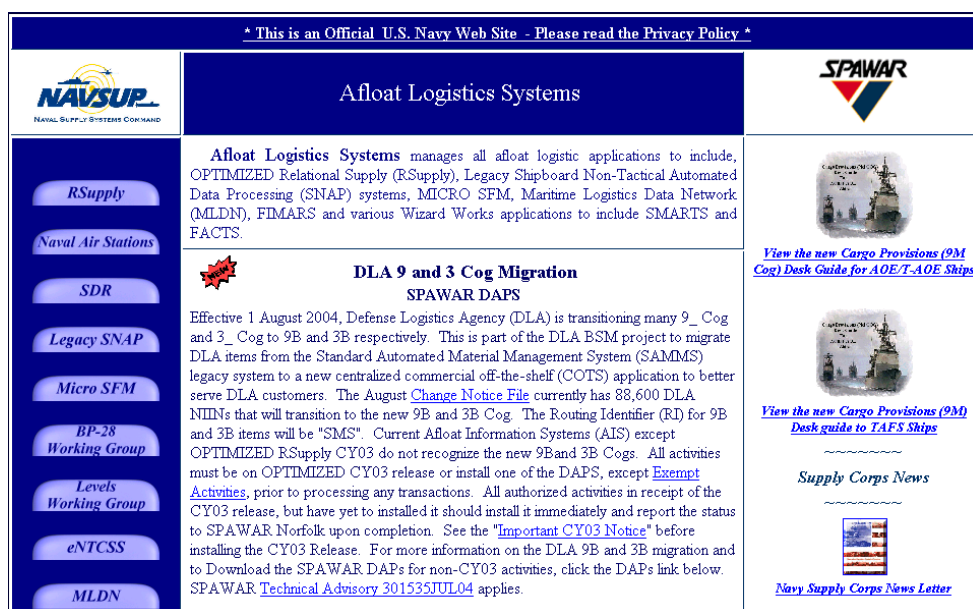
[Providing Comments or Input to the Guide On-Line](#)

## Overview

The “Guide to Managing BP 28 Funds” was developed by NAVSUP Afloat Systems to assist Supply Officers tasked with managing BP28 funds. This guide is not intended to dictate policy but rather to provide guidance and instruction for the most effective methods and practices for managing BP28 funds using Force Level Relational Supply (RSupply). The current draft of the guide was developed to be viewed as electronic media via CD ROM or the [Internet](#). The draft guide is developed with Microsoft Word ® and is comprised of numerous linked Word and text documents. All the files have been placed in a folder and zipped for easier download from the Internet. The zipped file must be [unzipped](#) before the main document can be opened.

## Downloading the Guide from the Internet

The “Guide to Managing BP28 Funds” can be downloaded from the Afloat Systems web site at <http://rsupply.salts.navy.mil> (Fig. 1).



(Fig. 1)

Select the **Downloads** menu icon  from the left side of the screen on the Afloat Systems homepage to access the Downloads page (Fig. 2).



**NAVSUP**  
NAVAL SUPPLY SYSTEMS COMMAND

Afloat Logistics Systems



[Home](#)  
  
[RSupply](#)

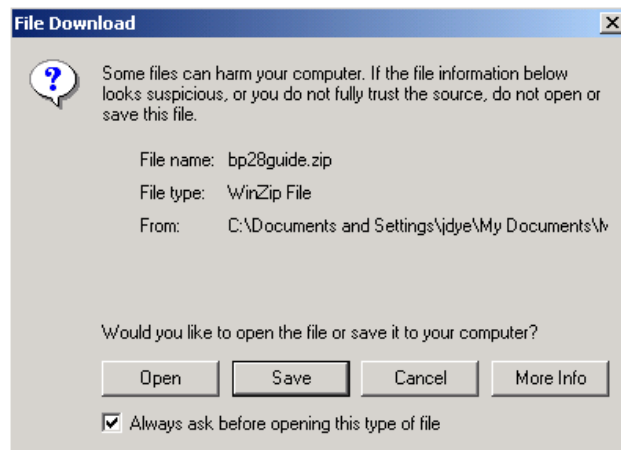
### RSupply Download Page

The RSupply Download page contains useful files for both Force Level and Unit Level RSupply Users and is arranged in a manner that allows you to easily and quickly download the zipped files to your system. Locate the file you wish to download and **click** the "[Download](#)" hyperlink in the left-hand column. When prompted, select "**Save to Disk**". If you encounter any problem downloading the files contact the [Afloat Logistics Systems Webmaster](#).

Download Link	File Name	File Description
 <a href="#" style="color: blue; text-decoration: underline;">Download</a>	Draft BP28 Guide	Draft Copy of the BP28 Guide for the NAVSUP Afloat Systems Team
 <a href="#" style="color: blue; text-decoration: underline;">Download</a>	Force Level RSupply Training	Download the complete RSupply Force Level User's Training Package
 <a href="#" style="color: blue; text-decoration: underline;">Download</a>	Chat Room Instructions	Download the instructions to access the Afloat Systems Chat Room on Navy Knowledge On-Line (NKO)
 <a href="#" style="color: blue; text-decoration: underline;">Download</a>	NAVSUP P-409	MILSTRIP/MILSTRAP Desk Guide NAVSUP P-409
 <a href="#" style="color: blue; text-decoration: underline;">Download</a>	Cargo Provisions (9M) Desk Guide	Cargo Provisions (9M) Desk Guide for <b>TAFS Ships</b>
 <a href="#" style="color: blue; text-decoration: underline;">Download</a>	Cargo Provisions (9M) Desk Guide	Cargo Provisions (9M) Desk Guide for <b>AOE/T-AOE Ships</b>

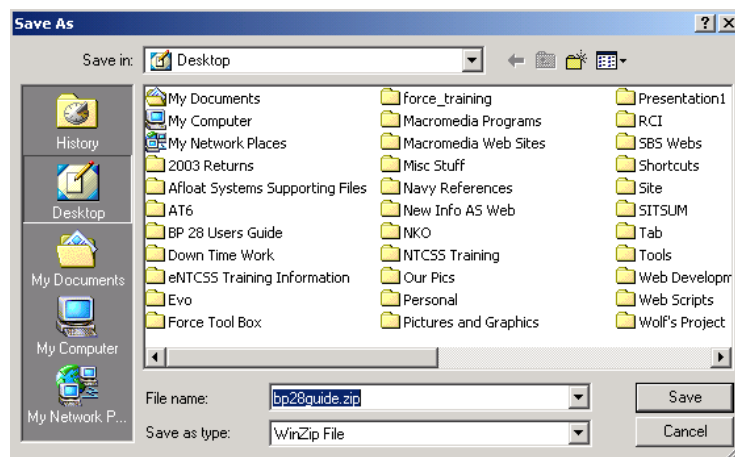
(Fig. 2)

On the Downloads page, select the [Download](#) link next to the Draft BP28 Guide. When prompted, select **Save** (Fig. 3).



(Fig. 3)

Select the location on your PC to save the zipped file to and select **Save** (Fig. 4).



(Fig. 4)

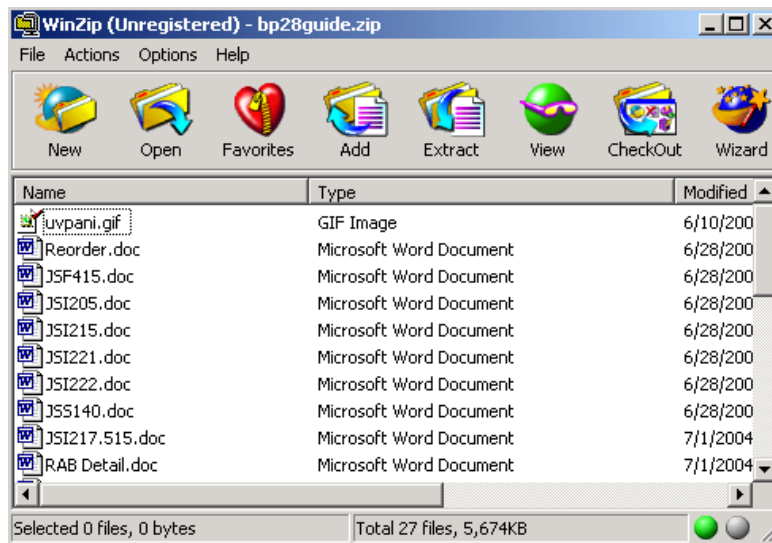
## Guide to Managing BP 28 Funds.doc **Unzipping the Compressed Guide**

Select the location on your PC where you saved the downloaded zipped file “*bp28guide.zip*” (Fig. 5) and double click the icon. This guide was compressed using WinZip ®.




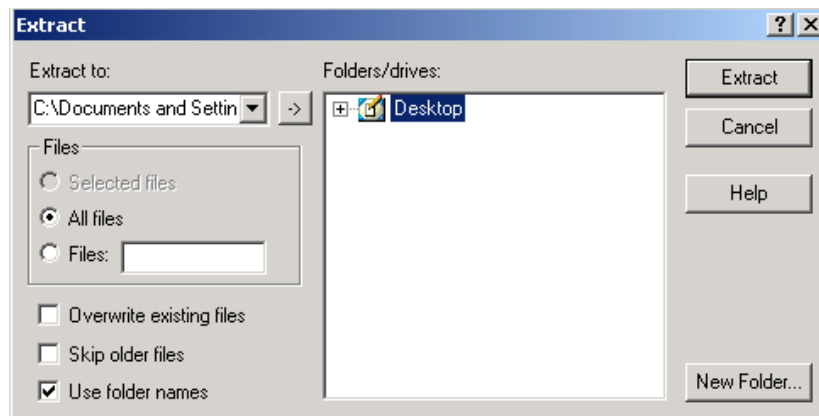
(Fig. 5)

Select **Extract** from the WinZip screen (Fig. 6).




(Fig. 6)

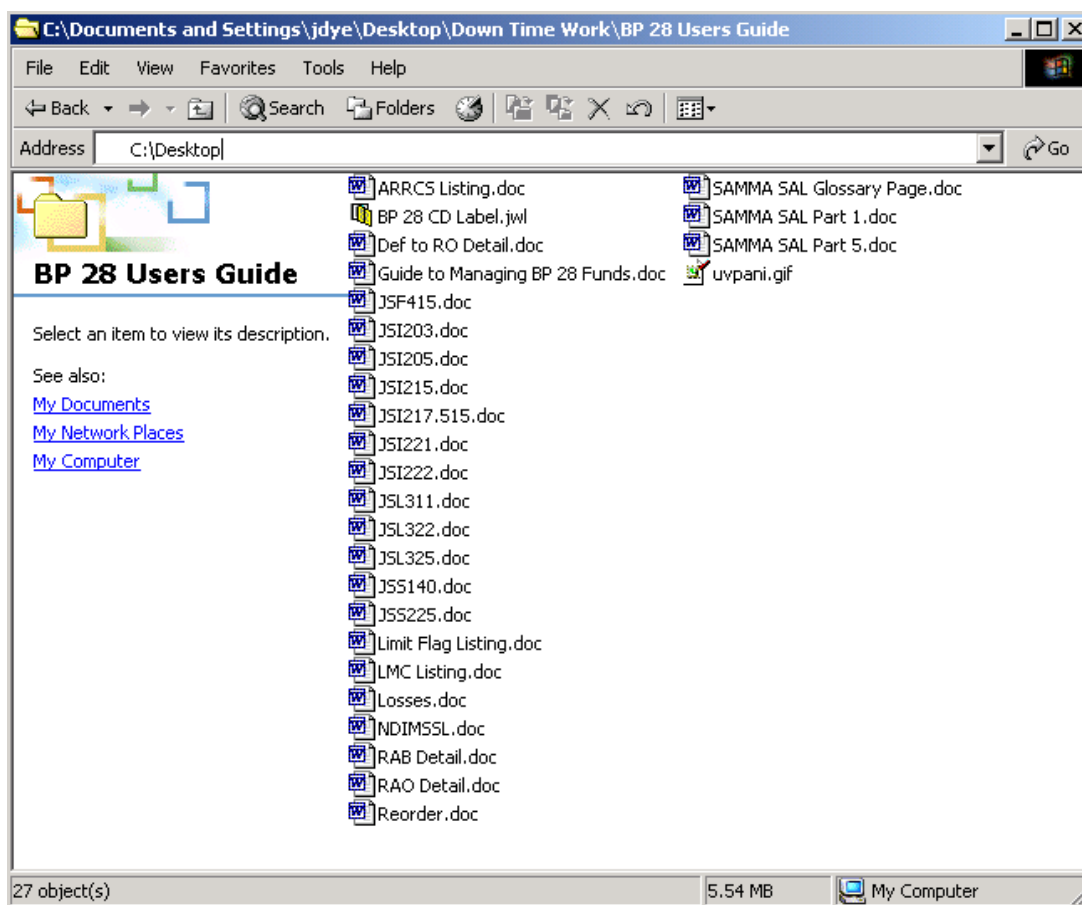
Select the location on your PC where you want the files extracted to (Fig. 7). The files will be extracted to a folder named  BP 28 Users Guide .




(Fig. 7)

## Accessing the Guide

As we stated earlier, the guide is comprised of numerous files that are hyperlinked together to form one document when viewed as electronic media. To access the main document, locate the uncompressed BP 28 Users Guide folder  BP 28 Users Guide on your PC. Single click, or double click (*based on your PC's settings*) the BP 28 Users Guide folder to open the folder (*Fig. 8*).



(Fig. 8)

Select the  Guide to Managing BP 28 Funds.doc and single click or double click (*based on your PC's settings*) the file to access the guide. All other files in the folder are supporting files that will be accessed when their respective hyperlink is selected from the main document.

## Navigating the Guide


The guide is similar to the NAVSUP P-485 in both naming and numbering convention. The guide contains a cover page with hyperlinks to the main Table of Contents. Selecting the hyperlink from the Table of Contents accesses the specific sections of the guide (*Fig. 9*).

<p style="text-align: center;"><b>Guide to Managing BP 28 Funds</b> <b>DRAFT</b></p> <p style="text-align: center;"><b>Table of Contents</b></p>		
<b>Topic Number</b>	<b>Topic</b>	<b>Page Number</b>
1000	<a href="#">Introduction – Guide to Managing BP 28 Funds</a>	1
1001	<a href="#">Navy Working Capital Fund Overview</a>	1
1002	<a href="#">BP 28 Overview</a>	1
1003	<a href="#">Stock Control Officer's Duties and Responsibilities</a>	2
1004	<a href="#">Sales and Obligations (Obs)</a>	2
1005	<a href="#">BP 28 Situation Guide</a>	3
2000	<a href="#">Inventory Management</a>	7
2001	<a href="#">Physical Inventory</a>	7
2002	<a href="#">Inventory Losses</a>	7
2003	<a href="#">Loss By Inventory (LBI)</a>	7
2004	<a href="#">Lost in Shipment (LIS)</a>	9
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(Fig. 9)

### Providing Comments or Input to the Guide On-Line

To provide feedback or recommend changes to the “Guide to Managing BP 28 Funds”, access the [Afloat Systems](#) web Site. On the home page, view the section on the “Guide to Managing BP 28 Funds” (Fig. 10).



### Guide to Managing BP 28 Funds

The “Guide to Managing BP 28 Funds” was developed by NAVSUP Afloat Systems to assist Supply Officers tasked with managing BP28 funds. This guide is not intended to dictate policy but rather to provide guidance and instruction for the most effective methods and practices for managing BP28 funds using Force Level Relational Supply (RSupply). The current draft of the guide was developed to be viewed as electronic media via CD ROM or the Internet. The draft guide is developed with Microsoft Word ® and is comprised of numerous linked Word and text documents. All the files have been placed in a folder and zipped for easier [download](#) from the Internet. The zipped file must be unzipped before the main document can be opened. View the BP 28 Read Me document. [Submit recommended changes to the Guide to Managing BP 28 Funds on-line.](#)

(Fig. 10)

Select the hyperlink to [Submit recommended changes to the Guide to Managing BP 28 Funds on-line](#) to access the submission form (*Fig. 11*).



**Guide to Managing BP 28 Funds**

Use this page to submit recommended changes to the "Guide to Managing BP 28 Funds. Your valued input will help make this a guide a better tool for all Supply personnel. To download the guide, select the ***Download*** button below.

[Download the Guide to Managing BP 28 Funds](#)    [Return to the Afloat Systems Home Page](#)

Select the section you wish to submit comments on: 1000

Enter your recommended revisions in the space provided below:

How can we contact you in case we have questions regarding your recommended revisions? A verifiable email address is a required entry or your submission will not be accepted.

Name

Email

Phone

DSN

(*Fig. 11*)

Fill out the form and be sure to include a valid email address. The form will not be accepted without a valid email address. Once you have made your recommended revisions, select the ***Submit*** button to transmit your input.